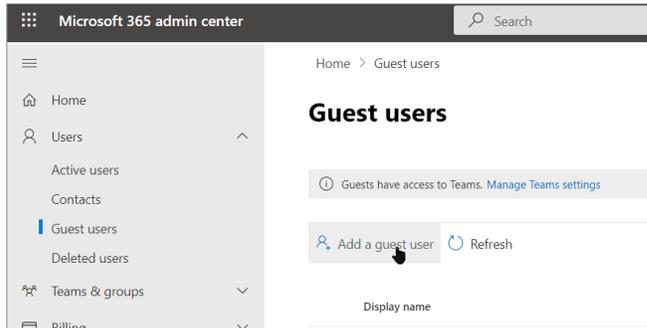


Add an External Guest User

An external guest user can be added to your Microsoft 365 tenant and Power Platform environment to allow the user access to the BrightWork 365 app.

1. Navigate to the Microsoft 365 Admin Center at <https://admin.microsoft.com/>.
2. Expand **Users** and click **Guest users**.
3. Click **Add a guest user**.



4. Select **Invite User** and fill out the form.
5. Scroll down, click **Groups** and add the user to the security group for the environment that contains your BrightWork 365 solution.
6. Click **Invite** - the user will receive an invite.

7. Provide the user with either a Power Apps Premium (Power Apps per user) license (preferred), or Power Apps per app license. If the user needs access to Power BI reports and does not have their own Power BI Pro license, then you will need to also provide them with a Power BI Pro license. If the user has a Power Apps per User license in their own environment, you will not need to provide one for your environment.
8. Navigate to <https://admin.powerplatform.microsoft.com/>, open the relevant environment and add the user. Grant the user any [security roles](#) needed for their interaction with the BrightWork 365 app. Note that all [BrightWork 365 licensing](#) rules will apply to the guest user.

Note If you encounter technical issues with this process, check with your internal IT group for any related restrictions that might be in place for your organization.

